

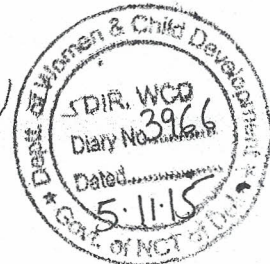
Dairy No. 3244  
Date 06/11/2015  
Addl. Director (WCD)

5459/99112  
6/11/15

DIRECTORATE OF EDUCATION, OLD SECTT, DELHI  
GOVT. OF NCT OF DELHI  
ESTABLISHMENT-IV BRANCH

No.F.DE 4(8)/(23)/E-IV/Lab.Asstt./2015/ 7419-7530

Dated: - 3/



To,  
All the Head of Departments,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

Subject : Regarding inviting the names of eligible Group-D employees for preparation of Tentative Eligibility List for promotion to the post of Laboratory Assistant in Directorate of Education, GNCT of Delhi.

Sir/Madam,

I am directed to inform that Directorate of Education, Govt. of NCT of Delhi, is considering the promotion of eligible Group-D employees of Govt. of NCT of Delhi to the Group-C post of Laboratory Assistant in the Pay Band of Rs.5200-20200/- with Grade Pay Rs.2400/-.

You are requested to bring it to the notice of all the concerned and furnish the details of all the willing and eligible Group-D employees in attached FORMAT (Hard copy as well as soft copy in EXCEL format) to the undersigned. The concerned official(s) should have completed 03 years service as regular employee and should possess(es) "Matriculate or equivalent/Higher Secondary with Science (Physics & Chemistry with Practical or physics, chemistry & biology with Practical) and employees who are matriculate or equivalent/Higher secondary without science : provided they have successfully undergone a three months Orientation Course in Science conducted by the Directorate of Education". Further, to decide the eligibility, the cut-off date is 01.01.2015.

The particulars in prescribed format along with separate folder for each employee containing the following, should be reached to the undersigned by 31.12.2015 positively

- (i) Attested copies of educational qualification (Mark Sheet & Certificate).
- (ii) Attested copies of SC/ST & PH Certificate (where applicable).
- (iii) Work & Conduct Report, Vigilance Clearance Report & Integrity Certificate, separately.
- (iv) First page of service book showing the Name, DOB etc. of employee concerned.
- (v) Copy of concerned page of service book containing the entry of 'Date of absorption/redeployment', in case the employee is absorbed/redeployed in GNCT of Delhi
- (vi) Copy of concerned page of service book containing the entry of "Date of Appointment" of the employee clearly.
- (vii) The Department concerned may ensure that the employee(s) concerned possess (es) essential qualification as per Recruitment Rules of Laboratory Assistant.

Asst Dir (AD)

6/11

DD (Admin.)  
6/11

Asst. Programme  
WCD (H/O)

Sh. Subhash Jap & Asst. Programme  
for uploading in our site  
06/11/15

Further, the following may also be brought to the notice of all concerned that –(i) after promotion to the post of Laboratory Assistant, no request for repatriation to his/her parent department to his/her parent post i.e. Group-D, will be allowed in any circumstances in this Directorate (ii) if, after giving promotion to the post of Laboratory Assistant, anyone does not join the duty in this Directorate, he/she will be debarred for further five years for promotion to the post of Laboratory Assistant. (iii) the old Tentative Eligibility list(s) will not be given any weightage in this process.

It is brought to the notice of the Department concerned that the name of such officials of Group-D who were selected & given promotion as Laboratory Assistant in the year 2014-2015 but they did not join the duty as Laboratory Assistant in this Directorate due to unwillingness/refusal of promotion, may not be sent this year for promotion to this office.

It is brought to the notice that as per Notification dated 29.07.2013 in the Gazette of India, issued by Ministry of Social Justice and Empowerment, the post of Laboratory Assistant has not been identified as suitable for Visual Handicapped/Disabled person.

No individual application directly from employee(s) will be entertained in any case. Further, this Directorate will be unable to entertain application(s) received after 31.12.2015 and concerned department will be responsible for not including the name of such eligible employees in tentative eligibility list. It is reiterated that only the names of eligible group-D employees who are in the possession of necessary essential qualification as on 01.01.2015, may be sent to this office.

Yours faithfully,

Encl. As above.

  
(Dr. BABITA)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

No.F.DE 4(8)/(23)/E-IV/Lab.Asstt./2015/ 7419-7530

Dated:- 3/11/15

1. All the DDEs, Directorate of Education, Govt. of NCT of Delhi, Delhi.
2. All the Branch of Head Quarter (Education).
3. All the Branch In-charge/HOS(through concerned DDEs).
4. P.S. to Principal Secretary/D.E./Spl.D.E.(Admn.)/Addl.D.E.(Admn.), Dte. of Education, Govt. of NCT of Delhi.
5. O.S.(IT), Dte.of Education to up-load this circular on the Website in Public POP-UP.

  
(Dr. BABITA)

ASSISTANT DIRECTOR OF EDUCATION (E-IV)

**FORMAT (Hard & soft copy in Excel sheet only)**

S NO.	Name of Designation	Residential Address and contact number of the official	Date of acquiring requisite qualification (in DD-MM-YYYY format only For Example 01-Jan-2014)	Deptt. where working	Branch/ Zone/ Circle / Unit/ Distt. where working.	Date of Birth (in DD-MM-YYYY format only For Example 01-Jan-2014)	Date of Appointment in case the employee is absorbed in GNCT of Delhi, strictly provide his/her Date of Absorption/ Redeployment (in DD-MM-YYYY format only For Example 01-Jan-2014)	Whether Work & Conduct (Satisfactory) OR Not Satisfactory	Whether integrity certified (Yes or No)	Whether clear from Vigilance Angle (Yes or No)	Subjects at 10th Level as per certificate	Board / University	SC/ST/ PH/ GEN	Fit or Not Fit for promotion	Remarks/ Documents required in order to be fit for promotion
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**Certified that :-**

- 1 The above particulars in r/o above official(s) has/have been verified & checked from Service Book/record and is correct to the best of my knowledge.
- 2 No vigilance case/disciplinary proceedings is pending or being contemplated against the above named official(s). Certificate is enclosed.
- 3 The work & conduct of above official(s) is/are satisfactory and integrity certified. Certificates are attached.
- 4 The employee(s) concerned possess(s) essential qualification especially 'Science with practical' at 10th level/in matriculation as per Recruitment Rules of the post of Laboratory Assistant.

(Signature of Head of Office)

With office seal

Name :

Address of office :

Contact No.:

**Note :**

1. The above proforma should be in MS(Excel) format and it may be ensured that Date of Acquiring Requisite Qualification, Date of Appointment, Date of Appointment in case the employee is absorbed in GNCT of Delhi, provide his Date of absorption/redeployment, should be filled only in this pattern i.e. (Date in figure/Month in words/Year in figure) for example 01-Jan-2014.
2. Soft copy of the format may invariably be forwarded in C.D.

*B. Singh*  
21/1/15